

**Valparaiso University  
Office of Residential Life  
Notice of Cancellation**

The Housing Agreement is a binding document, which obligates a student to live in University residence halls for the entire academic year or remaining portion thereof. The Agreement may not be cancelled at any time with the exception of a student's graduation, total University withdrawal, or participation in an approved off-site academic study program. Students are not excused from the Agreement because they reach the age of exemption or attain senior status mid-year. Students are also not automatically excused from the Agreement if they drop below 12 credit hours, wish to move into approved-fraternity houses or other off-campus living units mid-year, or wish to commute.

The Housing Agreement **may not be cancelled** after July 1 for the fall semester, or December 31 for the spring semester unless a student withdraws from the university.

Name \_\_\_\_\_ ID # \_\_\_\_\_

Hall \_\_\_\_\_ Room \_\_\_\_\_

I wish to cancel my housing assignment for: (enter year)

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_

**Please indicate the reason for your cancellation.**

**All freshman, sophomore, and junior students are required to live in University-operated residence halls.**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Graduation</b>  | <input type="checkbox"/> <b>Transfer of Schools</b>    | <input type="checkbox"/> <b>Withdrawal</b>  |
| <input type="checkbox"/> <b>Approved Leave of Absence</b>   | <input type="checkbox"/> <b>Co-Op/Student Teaching</b> | <input type="checkbox"/> <b>Study Abroad Prgm.</b>  |
| <input type="checkbox"/> <b>Received Housing Exemption</b><br><small>Must have received approval for a Housing Policy<br/>See Application for Housing Policy Exemption)</small> | <input type="checkbox"/> <b>Approved Frat. House</b>   | <input type="checkbox"/> <b>Senior Status</b><br><small>88 Credits by start of fall to live Exemption;<br/>off campus</small> |

**DEPOSIT REFUND POLICY**

In case of cancellation of room reservations refunds will be made as follows:

- (a) 100% if written notice is given to the Office of Residential Life ON or BEFORE the application deadline (as noted in the Room Selection Information Brochure) for the fall semester, and November 15 for the spring semester.
- (b) 50% if written notice is given to the Office of Residential Life between the application deadline and May 1 for the summer terms, June 1 for the fall semester, and December 1 for spring semester.

Please check **ONLY ONE** of the options below:

If I am eligible, I want my housing deposit credited to my student account.

If I am eligible, I want my deposit transferred to a future semester in order to secure housing.

Please indicate the year and semester you intend to live on campus:

<b>OFFICE USE ONLY:</b>	<b>Date Received</b>
Approved _____	
100%      50%	
Transfer	
Staff _____	

\_\_\_\_\_

Student Signature

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Date